

Group VII Cadet Advisory Council Constitution

Article One, Authority

I. The authority to create a cadet advisory council is granted to the Wing Commander by the National Commander through CAPR 52-16. CACs may also be established at Group level at the wing commander's discretion. This regulation may be supplemented by the wing and group as deemed necessary. The Cadet Advisory Council (CAC) is not a command element, and has no authority to implement its recommendations. Recommendations will be forwarded to the Group Cadet Programs Officer for action.

Article Two, Name

II. The name of this organization will be the Group VII Cadet Advisory Council, which may be abbreviated as GPVHCAC, hereafter known as the Council.

Article Three, Objectives and Purposes

III. The objectives and purposes of the Council are defined by the CAPR 52-16, including, but not limited to, the following:

- a. To act in an advisory capacity to the Group VII Commander.
- b. To aid the GCPO in monitoring and implementation of the Cadet Program in Group VII.
- c. To formulate and to pass on to the GCPO specific plans and programs.
- d. To serve as an open forum for topics of concern in Group VII.
- e. To act as an information channel on matters affecting cadets in the Group.
- f. To foster the exchange of ideas between all the cadets of the Group.

Article Four, AWARDS

IV. All primary representatives of each CAC are authorized to wear the CAC ribbon upon satisfactorily completing their terms of office (see below). The echelon's cadet programs officer shall be the requesting authority on all CAPF 2a requests for the CAC ribbon. The approving authority will be the echelon commander.

- a. The CAC ribbon may be awarded retroactively to cadets who completed a successful term as a group CAC primary representative but were previously ineligible for the award.
- b. The ribbon and devices are permanent awards. However, shoulder cords serve as a means of identifying current primary CAC representatives and shall be worn only during the term of office. CAPM 39-1, *Civil Air Patrol Uniform Manual*, outlines the proper wear of the shoulder cord. Only the style and shade stocked by the CAP Bookstore will be worn.

AWARDS AND IDENTIFICATION FOR CAC PRIMARY REPRESENTATIVES

Appointing Authority	CAC Echelon	Device Worn on CAC Ribbon	Shoulder Cord Worn
Squadron	Group	None	Green

Article Five, Membership

IV. The Group VII Cadet Advisory Council will be composed of the following members: the Executive Board, members-at-large, primary and assistant representatives, Spaatz representatives, and Senior member advisors.

a. The Executive Board is composed of the Chairman, Vice Chairman, and Recorder. These members are known as Council Officers.

- (1). All must have previously served on the council for at least one year.
- (2). All must be at least 15 years of age.
- (3). All must remain cadets for the duration of their term.

b. Members at Large are honorary members of the Council who may accept committee assignments, and are allowed to vote. They are used as knowledgeable advisors to the Council, and are usually past Council chairmen.

- (1). There will be a maximum of seven (7) members at large.
- (2). All must have previously served on a CAC.

c. Primary and Assistant representatives are the body of the Council. They consist of a primary and assistant from each unit in the Group.

- (1). Each unit in the group is allowed a set of representatives.
- (2). It is recommended that representatives at least be NCO's.

d. Spaatz representatives are all Cadet Colonels not acting as their unit representative. They are voting members, and are used as advisors for the Council.

e. Senior member advisors fulfill the requirement of adult supervision at Council functions, and also assist the Council when requested.

- (1). The Senior advisor should be the Group Cadet Programs Officer, but may also be the Officer's appointee.
- (2). Should have experience working with a CAC.
- (3). Should be used as a resource of the Council.

f. All cadet members of the council, the Executive Board, the members at large, the primaries and assistants, and the Spaatz cadets, are required to have a 2a on file with the Council.

Article Six, Duties and Responsibilities

VI. All members of the Council have various duties that they must perform.

a. The duties of the Chairman are:

- (1). To preside over all Council meetings and to conduct the meetings in an orderly fashion.
- (2). To serve as an *ex-officio* member of all committees.
- (3). To appoint and remove committee chairmen.
- (4). To be responsible for the proper function of the Council.
- (5). To advise the Group Commander and the GCPO on matters pertaining to the Cadet Program within the Group.

b. The duties of the Vice Chairman are:

- (1). To succeed to the office of Chairman upon that officer's resignation, or removal.
- (2). To assume the duties of the Recorder in the event of their absence.
- (3). To assist the Chairman in their duties.
- (4). To assume to duties of the Chairman in that officer's absence

c. The duties of the Recorder are:

- (1). To establish Council administrative procedures.
- (2). To be responsible for recording and publishing all Council correspondence and maintain a log of all Council materials.
- (3). To draft and distribute all CAC minutes
- (4). To supervise any financial affairs of the Council.
- (5). To create, update, and distribute a roster of the Council.
- (6). To assume the duties of the Vice Chairman in that officer's absence, while continuing to maintain the minutes.

d. The duties of the members at large are:

- (1). To make a good faith effort to attend all Council meetings.
- (2). To serve in committees of the Council.
- (3). To provide assistance and guidance to the Council

e. The duties of the squadron primary and assistant representatives are:

- (1). To make a good faith effort to attend all Council meetings.
- (2). To represent the interests of the cadets of their units in all Council business.
- (3). To provide the Council with monthly reports on the status of their units.

f. The duties of Spaatz representatives are:

- (1). To make a good faith effort to attend all Council meetings.
- (2). To provide assistance and guidance to the Council.

Article Seven, Terms of Office and Elections

VII. The terms of office for Council members are defined by CAPR 52-16, Paragraph 3-4. Further, this Council has the following specifics:

a. GPVII CAC officers will be elected annually at the CAC meeting immediately preceding the National Board. Candidates interested in running for a position should advise the Council of their intentions prior to elections, and should be present at the election meeting. Each candidate will be granted the opportunity to address the Council for no more than five minutes. The candidates will then leave and a vote will be taken by secret ballot. The Chairman will count the votes and announce the positions for the upcoming year.

b. The term of office for cadet positions will be National Board to National Board.

c. Members-at-Large will serve one year terms and may be reelected for an unlimited number of terms. They may be elected at any regular or special meeting of the Council.

d. Unit primary and assistant representatives should be selected by their Squadron Commander and a copy of the CAPF 2a should be sent to the GCPO immediately following the meeting of the elections.

- e. Special elections may be called to fill vacancies in the offices of Vice Chairman or Recorder. The GPV7 CAC Chairman may temporarily appoint a replacement to the office of Recorder upon that cadet's removal or resignation until an election can take place.
- f. Any representative or officer of the council may be recommended for removal from office, subject to the procedure in Article Ten.
- g. Any member may be removed by their appointing authority as per CAPR 52-16, Paragraph 3-2c.

Article Eight, Meetings

VIII. The GPV7 CAC meeting is the most essential component of Council operations. The meeting is where ideas are developed or dropped. It is where information is passed and action is taken on many projects and problems. The number of Council meetings in a given year is completely up to the current Executive Board, although the Council must convene at least five times during the year. All GPV7 CAC meetings must have the approval of the GCPO and the Group Commander.

- a. Emergency meetings may be called by the GCPO or the Executive Board.
- b. When necessary, a quorum will consist of two-thirds of all currently appointed voting members of the Council.
- c. All meetings should adhere to this basic format:
 - (1). Call to order, opening remarks, introductions.
 - (2). Roll call and approval of agenda.
 - (3). Unit reports and committee reports.
 - (4). Old business.
 - (5). Topics of concern.
 - (6). New business.
 - (7). Proposals.
 - (8). Announcements.
 - (9). Meeting adjourns.
- d. There should be a representative from every unit in Group VII present at Council meetings.

Article Nine, Committees

IX. Committees will be formed by the GPV7 CAC Chairman to discuss, investigate, and research topics of concern, or proposals, as necessary.

- a. These committees will be created for a specific purpose and a limited amount of time, and their duties shall be outlined by the Executive Board.
 - (1). The GPV7 CAC Chairman will appoint the committee chairman.
 - (2). Committees will report directly to the Council Vice Chairman on a regular basis.
 - (3). The committee chairman will report the proposals, plans, or recommendations of the committee to the Council immediately after the work is completed.
- b. The ideal pattern for committee work is as follows:
 - (1). Proposal or topic of concern is presented to the council.
 - (2). The item is debated and recorded.
 - (3). The item is routed to the committee.

- (4). The committee discusses ideas and develops a recommendation.
- (5). The committee presents the recommendation to the Council.
- (6). The Council holds a limited discussion.
- (7). The revised item is put to a vote and appropriate action is taken.

c. There are two types of committee that may be formed by the Council.

(1). Standing committees, which have no termination date, and exist from year to year.
Possible standing committees are:

- A. Encampment committee.
- B. Cadet Competition committee.
- C. Special services (Social activities) committee.

(2). Ad Hoc committees, which are created for a specific amount of time, and are responsible for any special projects as determined by the Council. There must be a set termination date for this type of committee.

Article Ten, Voting

X. All measures presented to the Council shall be decided by a majority vote. It is preferred to have a majority of the Council present to conduct GPVIICAC business.

- a. No member of the Council shall have more than one vote, and there will be no absentee voting.
- b. Voting members of the Council are unit primary representatives, members at large, and Spaatz representatives.
- c. Members of the Executive Board do not vote. However, the Chairman must cast the deciding vote in the event of a tie.
- d. Any voting member of the Council may vote yea, nay, or abstain from voting.

Article Eleven, Removal of a Representative or Officer

XI. In the event of substandard performance, it is the responsibility of the appointing authority to revoke that individual's appointment and appoint a new representative. Representatives may also be dismissed from the Council for failing to attend at least two of the previous six meetings. Furthermore, the Council may vote to remove a member for cause, using the following procedure:

- a. A quorum must be present before such a matter can be brought before the Council.
- b. Reasons for a vote of dismissal will be presented to the Council in writing.
- c. The charges will be read before the Council membership, and the accused will have the opportunity to defend themselves. Witnesses may be used.
- d. The Council will then hold a secret ballot vote.
- e. A two-thirds vote is required for the matter to pass.
- f. If the matter passes, the written statement of charges, as well as the ballots, will be forwarded to the GCPO.

- g. Such a vote is only a recommendation for dismissal. Only the Group Commander and the GCPO, in conjunction with the appointing authority may take action on such a recommendation.

Article Twelve, Proposals

XII. In general, proposals are the Council's means of improving the Cadet Program. They are formally written recommendations for changes or new actions that need to be initiated. Normally, proposals generated for Council consideration will fall into one of two categories. The first category, internal proposals, are concerned with the structure and function of the Council itself. The other category, external proposals, are concerned with any matter of the Cadet Program that the Council can recommend improvements to.

a. Proposals should follow the following guidelines:

- (1). They should be phrased in a positive manner.
- (2). Should be written as simply and as briefly as possible.
- (3). Should be presented to the Council membership prior to the meeting in which it will be considered.
- (4). At the meeting sufficient copies of proposals should be provided so that each representative has a copy.
- (5). The proposal's author or other knowledgeable person should be present to defend the merits of the proposal during the Council's discussion.

b. The Council has no authority to implement any of its external proposals. External proposals will be forwarded to the GCPO for action.

Article Thirteen, Unit Reports

XIII. Unit reports will be prepared by all unit primary representatives prior to GPVII CAC meetings. Reports should be in a written format, concise, and accurately convey the status of the unit to the Council.

Article Fourteen, Council Meeting Minutes

XIV. Minutes of the meeting will reflect what occurred in the meeting, and will include the names of those in attendance, items discussed, and a record of voting. The minutes of Council meetings are to be distributed to all representatives and the GCPO. They should be distributed as soon as possible after the end of the meeting. The chairperson will forward the CAC meeting agenda to all representatives and advisors at least 10 days prior to the scheduled meeting. The chairperson will also ensure that minutes of CAC proceedings are forwarded to the CAC members, the echelon commander, and the next echelon's cadet programs officer within 30 days. The agenda and minutes should be prepared in outline form, using the official memorandum format as a guide (see CAPR 10-1, *Preparing & Processing Correspondence*).

Article Fifteen, Procedure

XV. For all procedures or guidelines not covered in this Constitution, refer to Robert's Rules of Order, or, OH CAPP 2, The a-b-c's of Parliamentary Procedure, dated August 1981.

Article Sixteen, Continuity

XVI. To ensure continuity of Council operations from year to year, the Council Executive Board, and all standing committee chairmen will create, update, and maintain continuity folders, due at the end of each term.

Article Seventeen, Revision of the GPVII CAC Constitution

XVII. The Council may revise and/ or amend this Constitution by a two-thirds vote of a quorum. Amendments will be attached to the end of this Constitution until a greater revision is necessary.

Article Eighteen, Advisors

XVIII. The echelon s 'cadet programs officer, or designee, will supervise the CAC and act as its advisor. An advisor, and preferably another senior member, must be present at all CAC meetings, per CAPR 52-10, *Cadet Protection Policy*. The advisor helps guide and counsel the CAC while allowing it to function as a forum for cadets.

APPROVED 3 JULY 2003

//Signed//

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